



CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)	RELEASE DATE:	Friday, July 16, 2010
POSITION TITLE:	Director, Policy and Risk Management Services (Pending SPB and DPA Approval)	FINAL FILING DATE:	Thursday, July 29, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	06292010_2

POSITION DESCRIPTION

Under general direction of the Receiver and the leadership of the California Prison Health Care Services (CPHCS), the Director, Policy and Risk Management Services provides innovative program development and administration and provides litigation management, an annual risk management plan, risk identification, executive management, policy formulation, guidance, consultation, oversight, administration, and interpretation of administrative standards, laws, rules, and regulations. The Director recommends policies to the Federal Receiver related to creation of functional integration of medical court mandates with other clinical and administrative disciplines to support effective and efficient patient care throughout the healthcare system continuum for California prison patient-inmates. The Director develops and implements policy and leads initiatives to address medical healthcare systems priorities agreed upon by representatives of the multiple federal courts and state agencies. The Director manages the Receiver's Turnaround Plan of Action and serves as the Receiver's spokesperson regarding the status of the plan.

Duties include, but are not limited to:

Organizes interdisciplinary and inter-agency policy discussions and initiatives to ensure that medical, nursing, dental, mental health, substance abuse, and custody services are integrated, evidence-based, safe, effective, timely, efficient and patient-centered. Participates as an executive leader in developing and implementing coherent health care policies and practices for both existing prisons and new facilities. Develops processes to ensure safe and effective transitions in care between disciplines and levels of care, between prisons, between prison and community settings, and at reentry.

Identifies and mitigates areas of risk to CPHCS. Responds to audits from outside agencies. Recommends changes in policies as a result of trend analysis and review of case statistics and evaluative reports. Reviews analyses reflecting current and anticipated volume of work, procedures utilized, and performance, describing progress and adverse trends and making appropriate

recommendations. Makes recommendations and creates policy for utilization of space, space needs, personnel and other resources as needed to meet patient needs. Assists with the formulation of budget requests that are critical to care integration.

Establishes and maintains cooperative working relationships between the Risk Management Branch and its client agencies, the legislature, representatives of the administration, California Department of Corrections and Rehabilitation, Bureau of State Audits, Office of the Inspector General (OIG), and Attorney General's Office executive management. Facilitates collaborative relationships with state and local agencies, community providers, and other stakeholders.

Provides executive management, policy formulation, consultation, technical assistance and guidance to the litigation management section; manages the investigation and preparation of responses to issues raised to the Receivership in writing; provides administrative analysis and makes recommendations for first, second, and third level inmate medical, mental health, or dental care appeals; develops clinical analysis of cases where inmates have filed a habeas corpus petition with the court.

Provides executive management, consultation, guidance, develops policies and protocols for the program compliance section; initiates or manages the development of monitoring, tracking; works closely with the OIG to ensure compliance with recommended improvements; develops policies and procedures to integrate the OIG audit process into the overall system of medical care delivery.

Provides leadership and guidance for issues related to the strategic planning and the Receiver's Turnaround Plan of Action. Serves as the primary advisor to the Receiver and the Federal court on the progress of the Receiver's Turnaround Plan and remedial initiatives. Manages and coordinates the compilation and timely submittal of formal Receivership correspondence and court-ordered reports, and progress updates. Identifies and facilitates the resolution of complex issues that cross multiple areas of the Turnaround Plan initiatives, often resulting in the recommendation and creation of the new policies and assigning of the new program responsibilities.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team.

Ability to analyze complex problems and recommend and/or implement an effective course of action.

Well developed oral, written and interpersonal skills. The ability to interact and communicate effectively with top level administrators, staff, the public, other law enforcement and governmental agencies.

Knowledge of the California Prison Health Care Services organization, goals, functions and policies; and an understanding of State administrative, legislative and budgetary procedures, and current management trends, including customer service, business organization and operations, and project management.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, Policy and Risk Management Services (Pending SPB and DPA Approval)**, with the **CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678) and Resume.

Applications must be submitted by the final filing date to:

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA), Selection Services
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038
Xiong Her | 916-445-1414 | xiong.her@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to CPHCS Human Resources, located at 501 J Street, Suite 350, Sacramento, CA.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>